

Comprehensive Plan Report

A detailed report showing activity of the district or school team's work on the improvement plan including assessments, plans, tasks, monitoring, and implementation for selected time periods.

March 31, 2016

TERRY ELEMENTARY SCHOOL NCES - 50900000633

Little Rock School District

School Success Indicators

Key Indicators are shown in **RED**.

School Leadership and Decision Making

Establishing a team structure with specific duties and time for instructional planning

Indicator ID01 - A team structure is officially incorporated into the school governance policy.(36) (All Schools,Focus,Priority)

Status Tasks completed: 0 of 1 (0%)

Assess Level of Development: Initial: **Limited Development** 12/08/2015

Index: 9 (Priority Score x Opportunity Score)

Priority Score: 3 (3 - highest, 2 - medium, 1 - lowest)

Opportunity Score: 3 (3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)

Describe current level of development: We are currently meeting twice a month to assess, create, and monitor school indicators to determine areas of strength and improvement for Terry Elementary.

Plan Assigned to: Sarah Jane Relano

How it will look when fully met: When this objective is being fully met, the Terry Leadership Team will meet twice a month to determine areas of strength and improvement. The team will also desegregate data to determine the next step to ensure the continuous academic growth of students, professional growth of teachers, and engagement of community stakeholders.

Target Date: 01/09/2017

Tasks:

1. Set meeting dates for the remainder of the year.

Assigned to: Shannon Smith

Added date: 01/03/2016

Target Completion Date: 01/12/2016

Comments:

Implement Percent Task Complete: 0%

Indicator ID04 - All teams prepare agendas for their meetings.(39)(All Schools,Focus,Priority)

Status Tasks completed: 0 of 3 (0%)

Assess Level of Development: Initial: **Limited Development** 12/08/2015

	Index:	6	(Priority Score x Opportunity Score)
	Priority Score:	2	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Currently, agendas are prepared for school-wide staff meetings and events. Some grade levels and committee meetings prepare and use agendas to guide meetings.	
Plan	Assigned to:	Sarah Jane Relano	
	How it will look when fully met:	All school-wide meetings, grade level meetings, and committee meetings will prepare and turn in agendas for their meetings. All agendas will be kept in the Title 1 binder.	
	Target Date:	05/30/2016	
	Tasks:		
	1. Contact Jennifer Harper (IT department) to ask about H drive (shared network provided by LRSD) so that agendas may be stored in the H Drive instead of a binder.		
	Assigned to:	Sarah Jane Relano	
	Added date:	01/03/2016	
	Target Completion Date:	05/02/2016	
	Comments:		
	2. Grade Levels will turn in 1st agenda per month for Literacy meetings and all agendas for Math meetings to Title 1 binder. Committee meetings (Field Day, Red Ribbon Week, LPAC, GT, and etc.) will turn in agendas as they meet.		
	Assigned to:	Sarah Jane Relano	
	Added date:	01/03/2016	
	Target Completion Date:	05/30/2016	
	Frequency:	monthly	
	Comments:		
	3. Email staff a reminder about turning in agendas for all staff meetings, grade level meetings, and committee meetings.		
	Assigned to:	Shannon Smith	
	Added date:	01/03/2016	
	Target Completion Date:	12/18/2015	
	Comments:		
Implement	Percent Task Complete:	0%	
Indicator	ID07 - A Leadership Team consisting of the principal, teachers who lead the Instructional Teams, and other key professional staff meets regularly (twice a month or more for an hour each meeting).(42)(All Schools,Focus,Priority)		
Status	No decision has been made Tasks completed: 2 of 2 (100%)		
Assess	Level of Development:	Initial: Limited Development 01/03/2016	
	Index:	9	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)

	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Currently, Terry has established a Leadership Team consisting school administration, specialists, classroom teachers, and community stakeholders.	
Plan	Assigned to:	Shannon Smith	
	How it will look when fully met:	The Terry Leadership Team will consist of school administration (Principal and Assistant Principal,) school specialists (GT, Music, P.E., Math Facilitator, Literacy Facilitator, and Parental Involvement Coordinator), classroom teachers, and community stakeholders.	
	Target Date:	01/12/2016	
Tasks:			
	1. Shannon Smith will meet with school administration to determine the make-up of the school leadership team.		
	Assigned to:	Shannon Smith	
	Added date:	01/03/2016	
	Target Completion Date:	11/20/2015	
	Comments:	Met with Mrs. Register to determine team make-up. Please add GT specialist and male point of view.	
	Task Completed:	11/19/2015 12:00:00 AM	
	2. Set up Leadership Team email distribution list.		
	Assigned to:	Shannon Smith	
	Added date:	01/03/2016	
	Target Completion Date:	11/20/2015	
	Comments:	Set up email distribution list to disseminate information quickly.	
	Task Completed:	11/18/2015 12:00:00 AM	
Implement	Percent Task Complete:	100%	
School Leadership and Decision Making			
Expanded time for student learning and teacher collaboration			
Indicator	IG01 - The school monitors progress of the extended learning time programs and other strategies related to school improvement.(3981)(All Schools,Focus,Priority)		
Status	In Plan / No Tasks Created		
Assess	Level of Development:	Initial: Limited Development 01/12/2016	
	Index:	6	(Priority Score x Opportunity Score)
	Priority Score:	2	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)

	Describe current level of development:	nnhkbjmjjbm	
Plan	Assigned to:	Not yet assigned	
	Added date:		
School Leadership and Decision Making			
Ensuring High Quality Staff - Recruitment, Evaluation, and Retention			
Indicator	IH01 - The school works collaboratively with the district to recruit and retain highly-qualified teachers to support school improvement.(3982)(All Schools,Focus,Priority)		
Status	Tasks completed: 0 of 2 (0%)		
Assess	Level of Development:	Initial: Limited Development 11/11/2015	
	Index:	9	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Currently, our school has a relationship with one university that has a teacher preparation program. Through that relationship, we have had several field students who have completed their required classroom observations or "field experience" at least a year or two before going into their "Practicum Experience". We now have two(2) interns that are finishing their practicum and both interns selected Terry for their practicum experience. We have not made an investment in advertising our school or actively recruiting teachers. # of Staff Total ----# of Staff planning to retire (%) We will need to replace x%age of teachers at Terry within 3 years.	
Plan	Assigned to:	Sarah Jane Relano	
	How it will look when fully met:	By November 1, 2016, we will have initiated and developed partnerships with several Arkansas universities to establish a pool of quality educators to train, recruit, and retain for future employment.	
	Target Date:	11/01/2016	
	Tasks:		
	0. Contact local universities via phone call or letter to invite local universities to visit school		
	Assigned to:	Nancy David	
	Added date:	11/20/2015	
	Target Completion Date:	01/11/2016	
	Comments:		
	1. Develop a survey in survey monkey to distribute to staff that will determine the need to hire and retain quality teachers.		
	Assigned to:	Tamara Thomas	
	Added date:	11/11/2015	
	Target Completion Date:	01/11/2016	

		Comments:	Give www.SurveyMonkey.com log-in and password to Mrs. Thomas Username: terryleadershipteam Password: Terry2015 Get with Holly Brown to develop questions for survey
Implement	Percent Task Complete:		0%
Curriculum, Assessment, and Instructional Planning			
Engaging teachers in aligning instruction with standards and benchmarks			
Indicator	IIA01 - Instructional Teams develop standards-aligned units of instruction for each subject and grade level.(88)(All Schools,Focus,Priority)		
Status	Tasks completed: 0 of 3 (0%)		
Assess	Level of Development:	Initial: Limited Development 01/04/2016	
	Index:	9	(Priority Score x Opportunity Score)
	Priority Score:	3	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	Grade level teams meet weekly with instructional coaches to plan standards aligned instruction that meets the needs of diverse learners.	
Plan	Assigned to:	Shannon Smith	
	How it will look when fully met:	When this objective is fully met, grade levels will continue to meet weekly with literacy and math facilitators, plan with vertical teams, collaborate with specialists (P.E., Special Education, Music, Library, Art, Speech, and Counselor) on a monthly basis, and review Little Rock School District curriculum maps to develop standards based units .	
	Target Date:	01/09/2017	
	Tasks:		
	1. Develop a monthly schedule to meet with specialists and vertical teams		
	Assigned to:	Sandra Register	
	Added date:	01/04/2016	
	Target Completion Date:	09/12/2016	
	Comments:		
	2. Email lesson plans to specialists to assist with planning		
	Assigned to:	Heidi King	
	Added date:	01/04/2016	
	Target Completion Date:	05/30/2016	
	Comments:		
	3. Meet weekly with grade levels for math and literacy planning and implement vertical teaming		
	Assigned to:	Holly Brown	
	Added date:	01/04/2016	

		Target Completion Date:	09/06/2016
		Comments:	
Implement	Percent Task Complete:		0%
Classroom Instruction			
Expecting and monitoring sound instruction in a variety of modes			
Indicator	IIIA01 - All teachers are guided by a document that aligns standards, curriculum, instruction, and assessment.(110)(All Schools,Focus,Priority)		
Status	Tasks completed: 0 of 1 (0%)		
Assess	Level of Development:	Initial: Limited Development 02/09/2016	
	Index:	6	(Priority Score x Opportunity Score)
	Priority Score:	2	(3 - highest, 2 - medium, 1 - lowest)
	Opportunity Score:	3	(3 - relatively easy to address, 2 - accomplished within current policy and budget conditions, 1 - requires changes in current policy and budget conditions)
	Describe current level of development:	We currently have a curriculum map for all grade levels and subject areas that aligns standards, curriculum, instruction, and assessment across the school district.	
Plan	Assigned to:	Jeaneau Julian	
	How it will look when fully met:	When this objective is being fully met at Terry, we will have teacher representation on district level curriculum committees to assist with developing curriculum maps that are aligned to standards, instruction, and assessments.	
	Target Date:	02/01/2017	
	Tasks:		
	1. When the opportunity presents itself, we will make sure that Terry Elementary has representation on district level curriculum committees and textbook adoptions.		
	Assigned to:	Jeaneau Julian	
	Added date:	02/09/2016	
	Target Completion Date:	02/01/2017	
	Comments:		
Implement	Percent Task Complete:		0%